

RESIDENTIAL MINOR SUBDIVISION PLAT & PLAT REVISION

APPLICATION



January 1, 2015

Beginning July 1, 2012, per Ordinance O12-19, a 2.75% technology fee will be assessed and collected on the total fees for all new and resubmitted applications until **June 18, 2017**.

Stafford County Department of Planning & Zoning

**1300 Courthouse Road
P.O. Box 339
Stafford, VA 22555-0339**

**Phone: (540) 658-8668
Fax: (540) 658-6824**

www.staffordcountyva.gov

Residential Minor Plat Submittal and Approval Process

1. Once a complete application has been submitted, the fees are verified and the application is logged into our computer system. *All applications are logged in by the next Monday after submission.*
2. The plats are routed to all appropriate reviewers and State Agencies.
3. A review time deadline is assigned as well as the application number.
4. The plat preparer has two reviews to address all County comments. If comments are not addressed, a 3rd review fee will be required.
5. The applicant is required to submit a Deed (if any Dedication on plat), title work (dated w/in 90 days), authorization of signature of the deeds and the checklist.
6. Once the deeds are in appropriate form and all review comments are addressed, the plats can be signed and recorded. Submit **TEN (10)** sets of the plats, which contain all **original signatures of the OSE, plat preparer, and the owners with proper notarization for recordation.** Fees are required for recordation and Payable to the **Clerk of the Court.**
7. All appropriate departments plan review and comments can be viewed on the Integrated Web Response System (IWR) at **<http://hello.stafford.va.us>**.

Application Submittal Checklist

- ☐ Completed **“Project Information & Primary Contacts”** form
- ☐ Completed **“Residential Minor Subdivision Plat Review Fee Calculation”** sheet and appropriate fees payable to “County of Stafford” **including the 2.75% TECHNOLOGY FEE.**
- ☐ Signed **“Statements of Understanding”** from the owner(s) and applicant
- ☐ Completed **“Checklist for Residential Minor Subdivision Plat”**, signed by the plat preparer
- ☐ Eleven (11) 17”x 21” sets of plats
- ☐ Two (2) copies of the soils report and drainfield plat prepared by a licensed On-Site Soil Evaluator (OSE) for each lot not being served by public sewer
- ☐ Electronically formatted computer file containing all information shown on the final plat. The computer file shall conform to standards as determined by the Geographic Information System office for program compatibility. Formatting requirements are available through the Stafford County web page.
- ☐ One (1) Key Map at a scale of 1”=400’ and shall include parcel/lot boundary lines, lot numbers, street names, subdivision name and section number (within boundary) and address (if assigned). This may be submitted as a separate sheet, no smaller than 8.5x11 and is not required to be a part of the plat.

Effective 5/21/14, all construction plans not approved prior to 5/21/14 are subject to a county-wide transportation impact fee. The following note is required on all approved construction plans:

In accordance with Stafford County Code Chapter 13.5, all dwelling units shall be subject to a Transportation Impact Fee and shall be payable upon the issuance of a building permit.

RECEIVED:

DATE: _____ INITIALS _____

OFFICIALLY SUBMITTED:

DATE: _____ INITIALS _____

Project Information & Primary Contacts

Major SP	<input type="checkbox"/>	Cluster Concept Plan	<input type="checkbox"/>
Infrastructure Plan	<input type="checkbox"/>	Preliminary Plan	<input type="checkbox"/>
Minor SP	<input type="checkbox"/>	Construction Plan	<input type="checkbox"/>
Grading Plan	<input type="checkbox"/>	Technical Change	<input type="checkbox"/>

Minor Plat	<input type="checkbox"/>	Final Subd. Plat	<input type="checkbox"/>
BLA/DED/VACA	<input type="checkbox"/>	Family Subd. Plat	<input type="checkbox"/>

PROJECT INFORMATION

PROJECT # _____

PROJECT NAME

SECTION

ADDRESS (IF AVAILABLE)

TOTAL SITE ACREAGE

TAX MAP /PARCEL(S)

ZONING DISTRICT

LOCATION OF PROJECT

APPLICANT/AGENT

Primary Contact Person ☐

NAME

COMPANY

ADDRESS

CITY

STATE

ZIP

PHONE NUMBER

FAX NUMBER

EMAIL ADDRESS

OWNER (Provide attachments if multiple owners)

Primary Contact Person ☐

NAME

COMPANY

ADDRESS

CITY

STATE

ZIP

PHONE NUMBER

FAX NUMBER

EMAIL ADDRESS

PROFESSIONAL (Engineer, Surveyor, etc.)

Primary Contact Person ☐

NAME

COMPANY

ADDRESS

CITY

STATE

ZIP

PHONE NUMBER

FAX NUMBER

EMAIL ADDRESS

Residential Minor Subdivision Plat
Review Fee Calculation

*** Total application fee includes ONLY the 1st & 2nd Reviews

***Total application fee is for the administrative process and review of this application, and does not constitute an approval of the Residential Minor Subdivision Plat.

A. Base Fee	<u>\$ 1,500.00</u>
B. Lot Fee (_____ Lots) x (\$125/Lot)	<u>\$.00</u>
C. I.T. Review Fee: (Total _____ number of lots) x \$34.00 =	<u>\$.00</u>
D. Utilities Review Fee (if COUNTY water/sewer)	<u>\$ 220.00</u>
E. Transportation Review Fee	<u>\$ 310.00</u>

SUBTOTAL \$.00

Per Ordinance O12-19, a 2.75% technology fee will be assessed and collected on the total fees for all new and resubmitted applications until June 18, 2017. + 2.75% \$ _____

GRAND TOTAL \$ _____

All 3rd and subsequent Review Fees are as follows:

Planning & Zoning	(\$600.00 +\$65.00/lot)
Transportation	(\$100.00)
Utilities	(\$95.00)

Per Ordinance O12-19, a 2.75% technology fee will be assessed and collected on the total fees for all new and resubmitted applications until June 18, 2017.

***Revisions/Correction - Base Fee Only	<u>\$ 900.00</u>
(No other fees required in revisions/corrections, except technical fee)	24.75

Per Ordinance O12-19, a 2.75% technology fee will be assessed and collected on the total fees for all new and resubmitted applications until June 18, 2017.

GRAND TOTAL **\$ 924.75**

THE ABOVE FEES ARE TO BE MADE PAYABLE TO: **COUNTY OF STAFFORD**

Statements of Understanding

I, as owner/co-owner of the property subject to this application, do hereby certify that I have read and understood the requirements of this submission of Residential Minor Subdivision Plat for review and approval as provided under the Subdivision Ordinance, Chapter 22 of the Stafford County Code, and further, that this submittal is in compliance with the requirements and applicable provisions of the Zoning Ordinance for the zoning districts in which this project is located.

Signature of Owner/Co-Owner	Printed Name	Date
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Signature of Owner/Co-Owner	Printed Name	Date
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Signature of Owner/Co-Owner	Printed Name	Date
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I, as applicant or agent for the owner(s) of the property subject to this application, do hereby certify that I have submitted this application for Residential Minor Subdivision Plat for review and approval as provided under the Subdivision Ordinance, Chapter 22 of the Stafford County Code, and further, that this submittal is in compliance with the requirements and applicable provisions of the Zoning Ordinance for the zoning districts in which this subdivision is located.

Signature of Applicant/Agent	Printed Name	Date
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RESIDENTIAL MINOR SUBDIVISION PLAT CHECKLIST

Completed	N/A	CONTENT	Completed	N/A	
		22-87.A GRAPHIC SCALE: 1"=100'			22-87.E.7 DEDICATIONS, INCLUDING ESMTS
		22-87.A NORTH ARROW			22-87.E.8 EASEMENT WIDTH
		22-87.A SHEET SIZE: 17" X 21"			22-87.E.8 EASEMENT LOCATION
		22-87.B KEY PLAN & MATCH LINES			22-87.E.8 EASEMENT OWNERSHIP
		22-87.C BOUNDARY SURVEY/GEODET			22-87.E.8 EASEMENTS USE
		22-87.D CURVE DATA/TABLE			22-87.E.8 VDOT EASEMENT NOTE
		22-87.E.1 VIC.MAP/1"=2,460'			22-87.E.9.A CERTIFICATE TITLE
		22-87.E.1. SUBDIVISION NAME			22-87.E.9.A NAME/ADRS PLATPREP
		22-87.E.1 DATE,INCL REVISIONS			22-87.E.9.B SURVEYORS CERTIFIC
		22-87.E.1 NAME/ADDRESS OWNER			22-87.E.9.C OWNRS CONSNT& DED STMNT
		22-87.E.1 NAME/ADDRESS SUBDR			22-87.E.9.D CERTIFICATE APRVL
		22-87.E.1 TOTAL ACRES OF PARENT PCL			22-87.E.9.D. AGENT SIGNATURE BLOCK
		22-87.E.1 ZONING			22-87.E.9.D. HEALTH DEPT SIGNATURE BLOCK
		22-87.E.2 ACREAGE/OPEN SPACE			22-87.E.9.D. VDOT SIGNATURE BLOCK
		22-87.E.2 AREA OF EACH LOT			22-87.E.10 ADDRESS OF EACH LOT
		22-87.E.2 ASSESSOR'S PARCEL NO			22-87.E.11 PRIVATE WELL NOTE
		22-87.E.2 LOT BEARING/DISTANCE			22-87.E.12.A LOSE NOTE
		22-87.E.2 LOT TABULATION			22- OTHER INFO REQ
		22-87.E.2 NUMBERED CONSECUTIVELY			22-87.E.12.B HEALTH DEPT NOTE
		22-87.E.2 NUMBER OF LOTS			22-87.E.14 DXF/COMP DISK
		22-87.E.2 SECTION NUMBER			22-67 MATCH PRELIM/TECH CHANGE
		22-87.E.3 FLOOD PLAIN BOUNDARY			22-108 RESTRICTED ACCESS ENTRANCES
		22-87.E.4 GPS BEARING WHEN REQ			22-118 UTILITIES
		22-87.E.4 GPS NOTES			22-118.1 URBAN SERV AREA/SEWER
		22-87.E.4 TWO CNTRL MNMNTS/PLAT			22-118.4 &5 ONSITE WATER & SEWER
		22-87.E.5.A LR# OR ROUTE # OF ST.			22-141 PRE-EXISTING LOTS
		22-87.E.5.A EXISTING STREETS			22-142 LOT SIZE
		22-87.E.5.A EXISTG STREET LOCATION			22-143 5:1 SHAPE RATIO/ELONGATED
		22-87.E.5.A EXISTG STREET DIMENSION			22-144 LOT FRONTAGE
		22-87.E.5.A PROPOSED STREETS			22-145 CORNER LOT (ZONING 28-38)
		22-87.E.5.A STREET NAMES			22-146 SIDE LOT LINES
		22-87.E.5.B TEMP CUL-DE-SAC			22-147 OUT LOTS NOT PERMITTED
		22-87.E.5.C PAE NOTES			22-148 SEPARATE OWNERSHIP
		22-87.E.5.C VDOT EASEMENT NOTE			22-149 DOUBLE FRONTAGE
		22-87.E.5.C.1 LOTS SRVD BY PAE			22-151 REVERSE FRONTAGE OR SHARED D/W
		22-87.E.5.C.2 PC APRVL DAT/PAE			22-152.A SWM REQ IN OPEN SPACE
		22-87.E.5.C.3 INELIGIBLE/VDOT			22-152.B FACILITY REQ STM DRN ESMT
		22-87.E.5.C.3 PAE MAINT NOTE			22-152.C SWM ACCESS/EASM
		22-87.E.5.E PRMY HWY ROW NOTE			22-153 LOT REQ FOR BUFFERS
		22-87.E.6 RESTRICTIONS REFERENCED			22-156 BLOCK LENGTH

Completed	N/A	22- OTHER INFO REQ	Completed	N/A	28 - OTHER INFO REQ
		22-157 BLOCK WIDTH			28-35 TABLE 3.1 LOT WIDTH/AREA
		22-158 BLOCK ORIENTATION			28-38 PERFORMANCE REGULATIONS
		22-167 ROW DEDICATION			28-39.I.34 LOC EXISTING ITEMS
		22-177 TH ACCESS			28-39.O LOC OF CEMETERIES
		22-179 STREET DEDICATION TO PUBLIC USE			28-62 CRPA
		22-186 VDOT STANDARDS SERVING 3 OR >			
		22-187 STREET CONTINUATION			
		22-187 STREET ALIGNMENT			
		22-188 STREET ANGLE			
		22-189 STREET HALF/CENTER LINE			
		22-190 STREET ACCESS CONNECTIONS			
		22-191.A # LOTS/LENGTH CUL-DE-SAC			FILING
		22-191.B. TEMPORARY CUL-DE-SAC			22-86.A TEN COPIES OF PLATS
		22-212 MIN WIDTH ROW			2 COPIES LOSE SOIL REPORTS
		22-213 STREET NAMES			22-87.E.13 KEY MAP 1"=400'
		22-217 SHARED D/W NOTE			22-87.E.14 DXF FORMAT FILE
					APPLICATION COMLETED
					22-5.2 SWM PLAN NOTE
		REQUIRED MONUMENTS			
		22-132.A PROP CRNRS SET BY LS			
		22-132.B. CNTRL MONUMENT ESMT			
		22-132.B.4 CONTROL MONUMENTS			
		22-132.B.5 EXIST MONUMENT USE			

Signature